

Library Board Minutes

Date: June 18, 2020

Time: 5:30 p.m.

Place: Live on City of West Fargo Facebook & YouTube

Roll Call:

Alanna Rerick, Jodie Haring, Steve Anglin, and Larry Schwartz. Also attending, Carissa Hansen, Library Director, Kirsten Henagin, Adult Services Manager, and Joy Greger, library staff.

Absent: Eric Gjerdevig.

Guests: None.

1. Call to Order:

-Rerick called the meeting to order.

2. Carissa Hansen wishes to add discussion of fine collection for remainder of 2020 and use of unspent funds due to COVID closure as item three on the Regular Agenda. Anglin motions to add this to the agenda. Haring seconded. Item added to Regular Agenda

3. Approval of Agenda:

-Schwartz motioned to approve the Consent Agenda. Anglin seconded. Consent Agenda approved.

Consent Agenda-Approve the Following:

- A. Approval of the May 14, 2020 minutes.
- B. Approval of the financial report and bills.

Regular Agenda:

1. Discussion of lease amendment and contract for custodial services

- Hansen reviewed what the schools would provide for cleaning services.
- She asked the school for a reduction in the cost of the lease so that the library could afford to hire outside cleaning services.
- Schools reduced the cost of the lease by \$27,000 per year.
- Hansen did walk throughs with a few companies and priced out their services.
- There is a gap of about \$7,800 per year between the reduction price and cost of custodial services. The library would have to find funds to cover that for the next 6 months.
- Hansen talked about some funds that did not get spent due to COVID closure. She will talk about this more later.
- Hansen stated that there will be enough money to cover the costs.
- If the Board approves, it will need to go to the School Board and City for approval.
- Hansen asked if the Board had any questions.

- Rerick asked where in the library the cleaning services would start.
- Hansen stated that it would start at the door of the library.
- Rerick asked if the school knew that they still needed to clean the lobby.
- Hansen stated that she can clarify that with them.
- Board discussed how best to make sure that the lobby is getting cleaned regularly.
- Anglin motioned to approve the amending of lease pending clarification that the library is not responsible for cleaning the hard surfaces of the lobby. Schwartz seconded.

Motion approved.

2. Review of 2021 Library budget

- Hansen presented the 2021 budget for the Board to discuss. She will ask for approval at the July 9 Board meeting.
- Hansen did an overview of all the work that has already gone into the 2021 budget.
- Hansen wants the budget to reduce barriers to using the library and partner the library closer with the West Fargo Public Schools.
- Anglin asked about any potential grant money.
- Hansen stated that yes there were many grants out there that the library could look into.
- Hansen shared some trend data about the library with the Board.
- Hansen discussed the following four main request areas: staffing, professional development, rental costs and custodial support, and ODIN membership.
- Board asked Hansen for more information on a couple of topics.
- Board also offered suggestions on how the budget and justifications for these areas could be improved.
- Hansen is proposing that the library go fine free in 2021. She discussed the impact that fines have on various members of the community.
- Her current draft does not have revenue for fines in it.
- Hansen discussed fines at the library including that the revenue from fines has been decreasing over time.
- Hansen discussed what studies have found about fines at libraries.
- Anglin requested that this be strategically announced for when the library reopens to maybe encourage patrons to return.
- Rerick wanted to point out that the librarians at West Fargo have not shamed people for fines.
- Haring wanted to point out that this is a permanent decision and that reinstating fines in the future could be harmful to the library.
- Hansen pointed out that the library will qualify for State Aid in 2021.
- Hansen discussed cost reduction in 2021 in the areas of technology, furniture and equipment, and the History room.
- Hansen discussed that the library will be discontinuing the use of the vending machine at Cash Wise.
- Haring asked whether or not Hansen has allocated an adequate amount of money for technology in 2021.
- Hansen states that yes, she believes the amount is correct.
- Rerick asked about the decrease in work force safety insurance line.
- Hansen will look into the matter.
- Hansen discussed the library's Reserve Fund.

3. Discussion of fines for the remainder of 2020 and the use of unspent funds due to COVID closure.

- Hansen would like to stop collecting fines for the rest of 2020 and asked if the library should waive existing fines.
- Board discussed fines and when items are considered lost.
- Board directed Hansen to revise library policy to remove fines on items and to bring back the revisions for the July 9 meeting.
- Hansen estimated that the library could reopen in about one month, with certain modifications.
- Hansen discussed possibilities with what to do with some of this year's unspent funds. The materials lines will have about \$48,000 in unspent funds.
- Hansen suggested purchasing some items that she had originally projected to purchase in 2021. These purchases include some furniture and shelving. Some of the unspent funds will also be put in the Reserve Fund.
- Rerick asked about keeping some money for emergencies that may arise.
- Hansen stated that the library would not need these funds to cover emergencies as other funds are set aside for such incidents.
- Haring asked if this would be a good time to catch up on the ODIN subscription.
- Board decided against this.
- Schwartz motioned to authorize Hansen to use unspent funds of up to \$25,000 for items such as she described. Anglin seconded. Motioned approved.

4. Director's Report

- Schwartz motioned to move the Director's Report to next month. Anglin seconded. Motion passed.

5. Other Business

- None.

6. Adjournment: The next meeting is July 9, 2020 at 5:30 p.m. Schwartz moved to adjourn the meeting. Haring seconded. Meeting adjourned.